

WR227: Technical Writing
Spring 2019
Albany (Main) Campus, TR 10-11:20 am & 1-2:20 pm

Instructor: Suzi Steffen **Text (or call if you must):** (503) 451-0228 **Email:** steffes@linnbenton.edu

Office: IA-118 **Office Hours:** TR Noon-12:50 pm

Text: You may use LBCC's custom edition of *Practical Strategies for Technical Communication* by Mike Markel (available in the LB bookstore) or the regular version of the textbook. Older editions are acceptable also, but quiz questions may not align perfectly. *Use previous versions at your own risk!*

Prerequisite: WR121 with a C or higher

Canvas: We use a Canvas shell in this class, but it is "free" Canvas, not associated with LBCC or OSU.

10 am class: You may sign up at [this link](#) or go [here](#) and enter code **336EGX**

1 pm class: You may sign up at [this link](#) or go [here](#) and enter code **WEHCEE**

Canvas note: Do *not* use an OSU email address for this Canvas. I'd suggest using your LBCC email address. **You will need to confirm your registration from your email address, and you will need to add a password. You will also need to change your time zone from Mountain to Pacific in Settings.** If you fail to change your time zone, you will miss out on doing assignments on time, and that can get you dropped from the class. PLEASE change your time zone.

WR227 introduces you to the types of writing and documents you encounter in business, industry, the academic world, and government. It examines the rhetorical nature of writing and asks you to think critically about content, audience, argument and structure.

Course Work:

- Attendance (5%)
- Quizzes (10%)
- Self-reflections (15%)
- In-Class Assignments (15%)
- Case Studies (55%)

Required texts and materials: Enrollment in this course requires successful (i.e. "C" level) completion of WR121.

- Textbook: *Practical Strategies for Technical Communication* by Mike Markel
- Internet access
- Access to a college library
- Access to Google Docs
- Computer literacy

Official Course Outcomes

As a result of taking WR 227, students will be able to:

1. Analyze the rhetorical needs (the needs of their audience in relationship to the assignment) for college-level evidence-based technical writing assignments.
2. Apply appropriate levels of critical thinking strategies (knowledge, comprehension, application, analysis, synthesis, evaluation) in their written assignments, with an emphasis on technical, evidence-based analysis, reporting, application, and evaluation.
3. Implement appropriate rhetorical elements and organization (executive summary, introduction, thesis, development and research-based support, visual evidence, conclusion, etc.) in their written assignments, with an emphasis on technical evidence-based analysis, reporting, and evaluation assignments.
4. Locate, evaluate, and integrate high-quality information and opinion appropriate for technical evidence-based assignments.
5. Craft sentences and paragraphs that communicate their ideas clearly and effectively using words, sentence patterns, and writing conventions at a high college level to make their writing clear, credible, and precise.

How the Course Works

You should have reasonably good access to a computer and the internet. You may need a bit of time getting used to Canvas if you're used to Moodle. Having trouble logging into Canvas? Text me at 503-451-0228, or if you would rather, email me at steffes@linnbenton.edu ... ***and then text me to tell me you emailed me*** (don't worry! I turn off the phone noise when I don't want to hear it). I am your support staff for this class.

Late Policy:

- Late quizzes will not receive credit
- Late self-reflections will not receive credit
- After the first Case Study, which *must* be turned in on time if you are going to stay in the class, **late homework assignments will not receive written feedback and are not eligible for a revision**. If they are more than one week late, they will not receive any grade other than a zero.

Revision Policy

On-time homework assignments will normally receive feedback and may be revised for a higher grade. Revisions are due one week after the grade is posted. Revisions should be posted to Canvas with changes highlighted or otherwise noted.

Class Policies, Expectations, and Resources

My Expectations for You

- Come to class unless you're ill (see below for more details).
- Check Canvas daily. Downloading the Canvas app to your phone or tablet will definitely help you in this class as well.
- Read all Canvas announcements, pages, and assignments carefully.
- Use the Writing Center and, if you are an international student, use the International Student advisers and the international student help desk.

- Complete all reading and assignments.
- Contact the professor immediately if you are having difficulties in the class.
- Be kind and respectful toward everyone in the class (even if you don't like them). Be courteous when communicating online.
- Don't cheat or plagiarize. Violations in academic honesty will result in failure of an assignment or failure of the course.
- Don't come to class sick. Text the professor at 503-451-0228 at least an hour in advance of class and follow up with an email, *cc'd to someone else in the class who will be your study buddy*. You are responsible for finding out any information you missed *from other students first, and your instructor second*. (Usually, though, Canvas will be pretty up to date.)

When and How to Reach Your Instructor

- Call your instructor, when you need to use a name, Ms. Steffen or Ms. Suzi, or Prof. Steffen or Prof. Suzi. Never Mrs.
- I am available by text at 503-451-0228 or in person during my office hours (listed at the top of the syllabus) and very often by text outside of office hours.
- If you cannot attend my office hours, we may be able to schedule an alternative time to meet.
- Text me to schedule meeting times or to ask questions. Yes, it's very OK to text with questions! It's useful to me and helps me know what more I need to say to you all.
- I will check emails at least once a day, Monday through Thursday. **Please put WR227, along with something specific about your question, in the subject line.** I may not respond to emails after business hours, on weekends, or on holidays. (You may *certainly* text me then, and I'll respond when I can.)

Accessing Grades

- I will attempt to grade and return your work within two weeks of the original due date. Please feel free to text, email, or ask about grades in class if they are not returned to you in a timely fashion.
- I will talk to you about your grade if you have questions.
- I will post grades on Canvas.

LBCC Writing Center: Main Campus and Benton Center

From initial ideas to final drafts, the LBCC Writing Center can help you take your writing to the next level. Please feel free to drop in during regular hours to work one-on-one with one of the supportive Writing Assistants. In addition to your draft, please bring your assignment and any questions you have. You may also submit your writing [online](#), where you will receive a personalized response within 1-2 business days. For more information, visit the Writing Center [online](#).

LBCC Policies

Incompletes

If you have completed 80 percent of the course work by the end of the term but are unable, for reasons that are generally not your fault, to complete the rest, I will grant you an incomplete.

Center for Accessibility Resources

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

LBCC Nondiscrimination Policy

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504.

If you need to report discrimination of any kind: linnbenton-advocate.symplicity.com/public_report